

Banner ID # @	Last Name Moore, Melissa	First	Middle Initial	Telephone
Address			City	State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	

Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 1908 F 044
Job Title/Position: Temporary Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM06T
Compensation: \$ 23,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 12/19/20	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/21

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 1908 F 044
Job Title/Position: Temporary Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14306-6091-100	Funded in which FY? FY22
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM06T
Compensation: \$ 47,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/23/21	End Date:
<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 05/31/22

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:
In addition to Fall 2021 and Spring 2022, benefits should be extended during 2022 summer months.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith Digitally signed by Yvonne Smith Date: 2021.06.08 09:36:56 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch, o. ou=Wharton County Junior College, email=mauchj@wcjc.edu, cn=JMS Date: 2021.06.08 09:46:47 -05'00'	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Skocian	Date	Approved by President	Date